

4171-12
APPLICATION FOR RECORDS RETENTION SCHEDULEOFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address Department of Defense Air National Guard State Headquarters Confederate Avenue, Atlanta, GA 30316	Application Number 76-338	
Application Number		Date Received NOV 24 1976	Date Completed DEC 1 1976
2. Person to Contact Jimmy L. Davis		Working Title	Telephone Number 656-6290
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest Latest 1950 TO DATE		5. Records Series Title (followed by title used in office; if different) Air National Guard Special Orders File	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Department of Defense is responsible for protecting citizens during natural disasters and for participating in the security, readiness, and defense of the State and nation in emergencies. The State Headquarters of the Air National Guard coordinates and reviews the administrative, personnel, training, logistical, maintenance and public relations activities of the Georgia Air National Guard units. It is responsible for formulating policies and for developing plans and procedures involving all of the above functional areas. Also, it is the liaison with representatives of the United States Air Force Headquarters and the National Guard Bureau.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: Issuing orders to members of the Air National Guard Included are: A-Series Special Orders, G-Series Special Orders, General Orders, and Aeronautical Orders. File is arranged: Chronologically; thereunder numerically.			
8. Monthly Reference Rate How often are records referred to which are: One to six months old _____; Seven to twelve months old _____; Thirteen to twenty-four months old _____; twenty-five months and older _____?			
9. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers _____; Shelves _____; Other (specify) _____			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
X		d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|--------------|-----------------------------------|-------------------------|
| a. State Law | _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | _____ years. |
| c. Federal law | _____ years. | f. Federal retention instructions | <u>See Below</u> years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

AFM 12-50 requires a permanent retention.


12. Approved Disposition Instructions


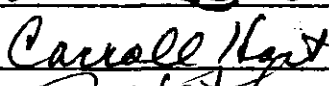

This agency recommends that the file series be cut off at the end of each:

☒ Calendar Year; ☐ Fiscal Year; ☐ Other _____ then,

- ☒ Hold in the current files area _____ month(s) 2 year(s); then
- ☐ Transfer to local holding area, hold _____ year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☐ Destroy.
- ☒ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
 BILLY M. JONES, Major General	22 Nov 76		

State Records Committee (Signature)	Date
State Auditor/Designee 	11-29-76
Secretary of State/Designee 	11-24-76
Attorney General/Designee 	11-30-76

Recommendations in paragraph 12 are approved.
(If disapproved, attach letter of explanation.)